

**FRESNO, CALIFORNIA**  
**CLASS SPECIFICATION**  
**LIFESKILLS INSTRUCTOR**

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**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Life Skills Instructor is a stand-alone classification in the Safety Non-Sworn series. Incumbents are responsible for working with youth in schools and in after-school programs. Incumbents may also work in the Police Activities League, Mayor's Gang Prevention Initiative, or be assigned to other youth outreach programs.

The Life Skills Instructor is distinguished from other classifications by responsibility for performing activities focused on youth training.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

1.	Prepares for and teaches a 12-week curriculum on drug prevention, alcohol use, and character issues in a unified school district classroom setting with weekly one-hour blocks of instruction per class	Daily 40%
2.	Interviews youth candidates for the Mayor's Gang Prevention Initiative program; meets with parents to obtain consent for participation; conducts community outreach presentations.	Daily 30%
3.	Works with school district staff to set schedules and establish positive relationships to foster the educational environment.	Daily 10%
4.	Facilitates a variety of activity-oriented techniques that are designed to encourage student-generated responses to problem-solving situations.	Daily 10%
5.	Issues, collects, assembles, disassembles, and maintains a variety of equipment and materials, such as display booths, tables and chairs, used in program activities.	Weekly 5%
6.	Processes a variety of paperwork in accordance with established timelines.	Monthly 5%
7.	Performs other duties of a similar nature or level.	As Required

**Training and Experience** (positions in this class typically require):

- Two years experience with a law enforcement agency as a sworn Peace Officer is required.

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**Licensing Requirements** (positions in this class typically require):

- Basic Class C License

**Knowledge** (position requirements at entry):

Knowledge of:

- Community and public relations principles and practices
- Curriculum development principles and practices
- Cultural diversity
- Alcohol and drug laws

**Skills** (position requirements at entry):

Skill in:

- Implementing public relations/marketing initiatives
- Developing Life Skills curriculum
- Speaking in Public
- Coordinating and scheduling a variety of events and activities
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

**Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling and crouching.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to environmental hazards, gasses, chemicals, oils and travel.

**Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008